

District:	Evaluation Completed By
School:	Utah State Office of Education
Program Area: Work-Based Learning	Specialist: Sherry Marchant
Teacher:	Phone: 801-538-7594
Evaluation Date:	Email: sherry.marchant@schools.utah.gov

Evaluation Scale
1 = Major improvement needed. The program is required to prepare and submit a CTE Improvement Plan to address program deficiencies.
2 = Minor improvement needed. Suggestions for program improvement will be made by the program specialist.
3 = Good Comments will be made at the discretion of the program specialist.
4 = Superior Commendations will be made at the discretion of the program specialist.

COMMENDATIONS

Program Standards Summary Evaluation

Program Educator Quality	Rating
Standard 1: The current local board has approved the Work-Based Learning program. The Board also supports the use of the USOE sponsored WBL Manual, endorsement criteria, coordinator standards document and partnership training agreements.	
Comments: ✓ < Improvement item >	
Standard 2: All instructors are licensed and appropriately endorsed. This includes attendance at required trainings as well as summer conferences.	
Comments: ✓ < Improvement item >	
Standard 3: WBL interacts with parents, the community, and the school. A three–five year plan is in place with approval of the above groups. The WBL Coordinator attends cone meetings, school council meetings, community councils, etc. at least twice a year.	
Comments: ✓ < Improvement item >	
Standard 4: Needs assessments are conducted as needed.	
Comments: ✓ < Improvement item >	
Standard 5: Skill grids are used with all students to evaluation activities, preparation and participation on sites. *The nondiscrimination clause in on all signed documents. *Specific activities are identified for each level (Elementary,	

<p>Junior/Middle School and High School.)</p> <p>*Internships align with CCR goals.</p> <p>*WBL Coordinators make at least one on-site visit during the semester after the initial site is set up for an internship. A follow-up phone call, email or written evaluation is completed.</p>	
<p>Comments:</p> <p>✓ < Improvement item ></p>	
<p>Standard 6: WBL programs integrate CTE Pathways; CTE Introduction coordination (meeting at each junior/middle school team twice a year); elementary career awareness (when possible); and secondary career exploration and preparation activities.</p>	
<p>Comments:</p> <p>✓ < Improvement item ></p>	
<p>Standard 7: WBL Programs are developed in coordination with IEP/SEP/SEOP/504 requirements. All students meeting school requirements are accepted into the program.</p>	
<p>Comments:</p> <p>✓ < Improvement item ></p>	
<p>Standard 8: Insure that students of different gender, race, color, national origin and disabilities are given equal opportunity for participation in Work-Based Learning activities.</p>	
<p>Comments:</p> <p>✓ < Improvement item ></p>	
<p>Standard 9: Demonstrate coordination with employers and with other school/community development activities.</p>	
<p>Comments:</p> <p>✓ < Improvement item ></p>	
<p>Standard 10: Verify that state Work-Based Learning funds are supporting Work-Based Learning personnel, that state funds are matched by the local recipient of funds, and that sufficient budget for Work-Based Learning personnel facilities, materials, equipment and support staff is available. (CTE Director)</p>	
<p>Comments:</p> <p>✓ < Improvement item ></p>	
<p>Standard 11: Work-Based Learning personnel complete state-sponsored Work-Based Learning coordinator basic training; participates in ongoing professional development activities including USOE Summer Conference; and appropriate professional associations.</p>	
<p>Comments:</p> <p>✓ < Improvement item ></p>	
<p>Standard 12: Work-Based Learning personnel to participate in state and district/charter school data collection and reporting.</p>	
<p>Comments:</p> <p>✓ < Improvement item ></p>	